

Subject: **07-08 MAF Closeout Notice**
Date: April 22, 2008
From: Jamie Woodlief
To: More at Four Contract Administrators, More at Four
Program Contacts, More at Four Fiscal Contacts

**07-08 More at Four Closeout Notice
Office of School Readiness (OSR)**

1. Administrative Letters

Administrative letters requiring the signature of a new principal/director must be received by OSR no later than **June 20**.

2. Change Requests

All change requests for 07-08 must be submitted to OSR through MAFPlan no later than **June 13**. (Ex. Add teacher, add principal/director and/or classroom slot change.)

07-08 MAFPlan system will be taken off line at close of business on **June 27**, as we prepare for the launch of MAFPlan 08-09. We expect MAFPlan 08-09 to be up and running on or about July 9, at which time you will also be able to access the 07-08 MAFPlan for viewing purposes only.

3. Start-up Funds

Quarterly Start-up Reports must be submitted with your final request for payment no later than **June 20**.

Unexpended start-up funds must be deducted from your final request for payment submitted no later than **June 20** OR you must submit a refund check along **with** your final request for payment submitted no later than **June 20**.

4. Operating funds

Request for Payments for May services are due to OSR no later than **June 13**.

Request for Payments for June services are due to OSR no later than **June 20**. (This may include expansion slots that are budgeted through June.)

You may be eligible to receive payment for services in June if you did not receive payment for all of your slots budgeted in August (unfilled slots).

Refer to Item #2 for deadline of Change Requests that affect payments.

Contact Dorothy Kiwanuka-Tondo (919-981-5347) or Lucille Baker (919-981-5343) to determine if you are eligible to bill for June services.